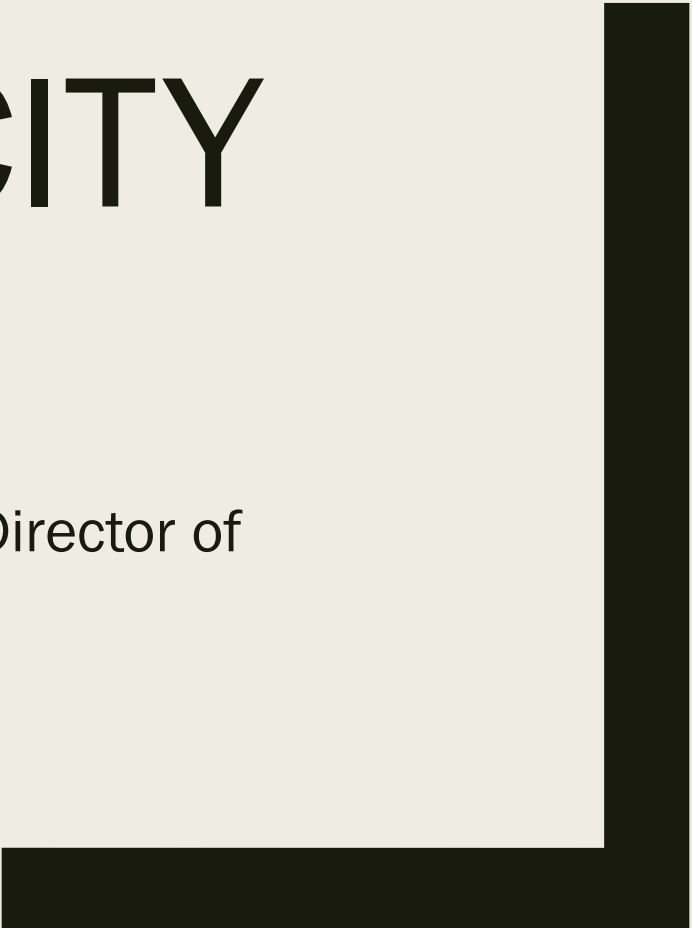




NAVIGATING CITY COLLEGE

Presented by: Dominic Stellini, Executive Director of
Student Engagement



What You Need to Know:

- The “business” of being a student;
 - Enrollment Management Team
- CUNY systems you will be using:
 - CUNYFirst: CUNY’s Student Information System
 - DegreeWorks: On-line Degree Audit
 - BlackBoard: Learning Management System
 - Navigate: Coordinated Advising
- City College Systems / Accounts you will be using:
 - CityMail: CCNY Student Email
 - ZOOM: CCNY’s Zoom Account
- Support:
 - IT Help Desk
- Final Tips
- To Do List

The collage displays several key CUNY systems and their interfaces:

- CUNY Website:** Features a banner about COVID-19 response with a 'DONATE NOW' button and navigation links for ABOUT, ACADEMICS, ADMISSIONS, and FINANCIAL AID.
- CUNY Login:** Shows the login form with fields for Username and Password, and a 'Log in' button. It also includes a 'New User' link and a privacy notice.
- Blackboard:** Displays the 'My Account' section with a balance summary showing a total due of 4,847.10.
- DegreeWorks:** Shows a detailed degree audit for a student, listing completed courses, requirements, and remaining credits.
- My Account:** Shows a 'My Account' section with a balance summary and a 'make a payment' button.

The Business of Being a Student

- Registration
 - *Getting advising*
 - *Enrolling*
- Financial Aid
 - *FAFSA*
 - *TAP*
 - *Loans*
- Bills
 - *Bill Payment*
 - *Payment Plans*
 - *Buying Books*

Who is responsible
for that business
“stuff”?

Not your parents, grandparents, spouses or
guardians.

Not your advisor.

Not your BFF.

YOU!

Enrollment Management

The Enrollment Management Team is located on the first and second floor of the Wille Administration Building. This team of professionals is who you will work with to manage most of the non-academic “business” of being a student.

- Admissions: (A101)
 - New York State residency
 - Transfer Credit (including AP, College Now, IB and credit from other colleges)
- Registrar: (A102)
 - Verification of attendance letters
 - Registration issues (see your advisor first)
- Bursar: (A103)
 - In person bill payment (on-line options available)
 - Tuition Payment Plan
- Financial Aid: (A104)
 - Grants including Pell, TAP, Excelsior
 - Student and Parent Loans
 - Financial Aid Verification
- Evaluation/Testing: (A213)
 - Math Placement Testing
 - English as a Second Language (ESL)
 - Ability to Benefit Testing (ATB)

CUNY Systems

For all of these systems you will login through the CUNY.edu website. Use your CUNY (CUNYFirst) login information:

- CUNYFirst
- DegreeWorks
- BlackBoard

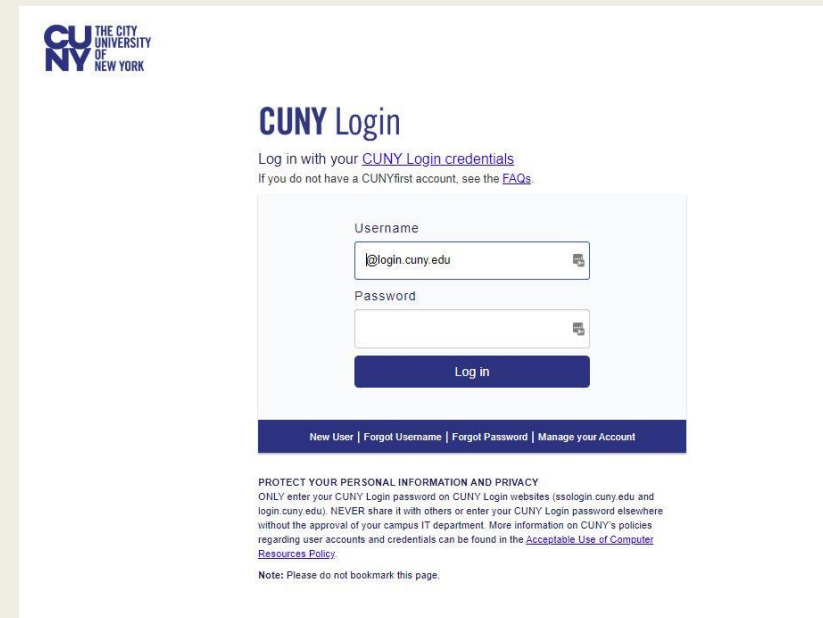
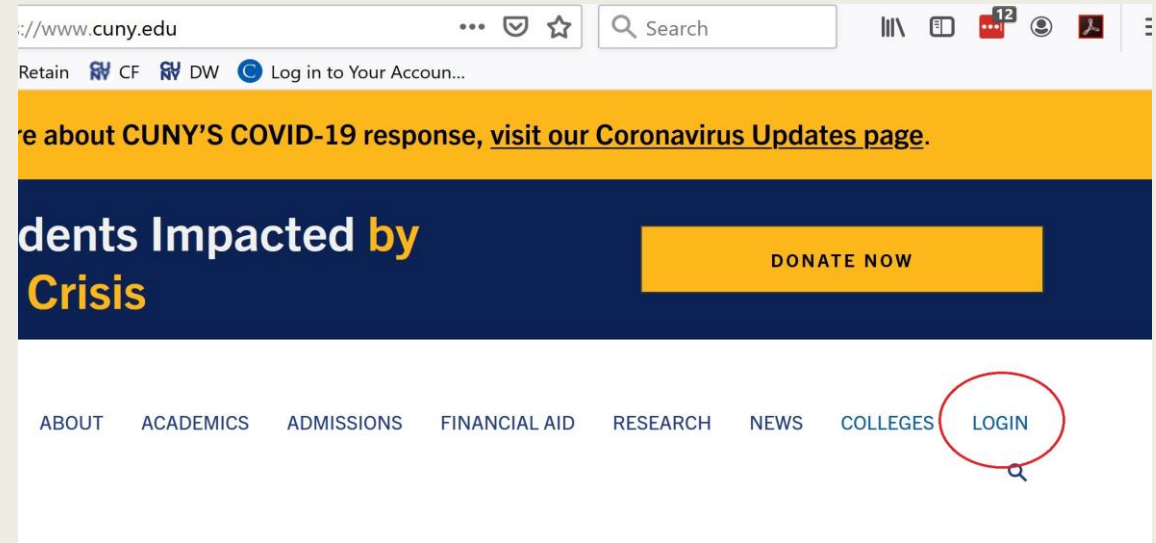
Your CUNY Login info look like this:

Username:

Gina.Student56@login.cuny.edu

Password:

SuperSenior2020!



CUNYFirst

CUNYFirst is the CUNY student information system we use to keep track of all of your information. Contact information, grades, registration, finances, bills, etc. In a word, everything.

Enrollment

- Search for classes ([Class Search Guide](#))
- Enroll in classes ([Enrollment Guide](#))
- Add/Drop/Swap classes
- Withdraw from classes
- View your enrollment dates

Finances

- View holds, including financial aid holds
- View your financial aid
- Check your tuition balance

Personal information

- Update your address
- Update your email address
- Update your phone number
- Update your emergency contact information
- Access unofficial transcripts

Other

- View your grades
- View your schedule
- View your course history
- Apply for an ePermit ([ePermit Information](#))
- Apply for graduation

CUNYFirst: Student Center

This is your home base within CUNYFirst. Get to know this screen and the places it can take you.

Recommendation: Use Firefox for CUNYFirst. Some of the links bring you to systems that work best (or at all) in Firefox.

██████████ ID: ██████████

██████████'s Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Request Official Transcript](#)

other academic... ▾ ⌵

[Deadlines](#) [URL](#)

This Week's Schedule	
Class	Schedule
PAF 9170-UFA LEC (22325)	Fr 6:05PM - 9:00PM B - Vert 9-120
PAF 9336-UWA LEC (49416)	We 6:05PM - 9:00PM B - Vert 12-145

[weekly schedule ▶](#)
[launch schedule builder ▶](#) [enrollment shopping cart ▶](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Direct Loan Processing Form Supplement Form](#)

other financial... ▾ ⌵

*Institution

Account Summary	
You owe 4,847.10.	
■ Due Now	0.00
■ Future Due	4,847.10

Currency used is US Dollar.

[enroll/manage payment plan](#) [make a payment ▶](#)


Personal Information

[Emergency Contact](#)
[Names](#)
[FICA Exemption Request](#)

other personal... ▾ ⌵

Contact Information	
Home Address	Mailing Address
██████████	None
Phone	Email
None	██████████

Admissions

 **You do not have any pending applications at this time.**

[SEARCH FOR CLASSES](#)

Holds

No Holds.

To Do List

[NY State Voter Registration](#)

[more ▶](#)

Milestones

No Milestones

Enrollment Dates

Enrollment Appointment
You may begin enrolling for the 2020 Summer Term Five Week - Second on March 26, 2020.

[details ▶](#)

Advisor

Program Advisor
None Assigned

Advisement / Transcript

[Official Transcript Ordering](#)
[DegreeWorks-Online Advisement](#)
[FACTS - Financial Aid](#)

Important Links

[FAFSA](#)
[FERPA](#)
[CUNY.edu](#)

Blackboard

[Blackboard](#)

Student Center:

Main Sections

- Academics:
 - This Week's Schedule:
 - Important Links:
 - Visual Schedule Builder: We will come back to this
- Finances:
 - Account Summary
 - Account Inquiry
 - Financial Aid Links
 - Make a Payment

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)
[Request Official Transcript](#)

other academic... ▾ >>

Deadlines URL

This Week's Schedule

	Class	Schedule
	PAF 9170-UFA LEC (22325)	Fr 6:05PM - 9:00PM B - Vert 9-120
	PAF 9336-UWA LEC (49416)	We 6:05PM - 9:00PM B - Vert 12-145

weekly schedule ▶

launch schedule builder ▶ enrollment shopping cart ▶

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)
[Direct Loan Processing Form](#)
[Supplement Form](#)

other financial... ▾ >>

*Institution

Account Summary

You owe 4,847.10.

■ Due Now	0.00
■ Future Due	4,847.10

Currency used is US Dollar.

enroll/manage payment plan make a payment ▶

Student Center: Information Boxes

- Search For Classes Link
- Holds Box: Pay attention to anything in this box. However, not all items are holds and not all items are from City College. Click “Get Details” link to get more information
- To Do List: These are important. Most have to do with Financial Aid or could impact your ability to enroll. Click on “more” link for instructions.
- Milestones: Mark the completion of non-course related degree requirements.
- Enrollment Dates: Lets you know when your next enrollment appointment is.

SEARCH FOR CLASSES

▼ Holds

Academic Deans GPA STOP
In House Collection
Do not accept eChecks
ICR Collection Agency
New Student Experience
Admissions
Advisement Required

[details ▶](#)

▼ To Do List

[Confirm U.S. Citizen Status](#)
[File your TAP Application](#)
[Finaid Academic Progress Issue](#)
[SPARC Online Training](#)
[SPARC Online Training](#)
[SPARC Online Training](#)

[more ▶](#)

▼ Milestones

No Milestones

▼ Enrollment Dates

[Open Enrollment Dates](#)

Schedule Builder (VSB)

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester. With this tool, students can arrange selected courses into a conflict-free timetable grid, making it easier to see what available options best fits into their personal and academic lives.

[VSB Student Guide](#)

[VSB FAQs](#)



Create a Personalized Class Schedule that Works for You!

CUNY Schedule Builder

cuny.edu/schedulebuilder

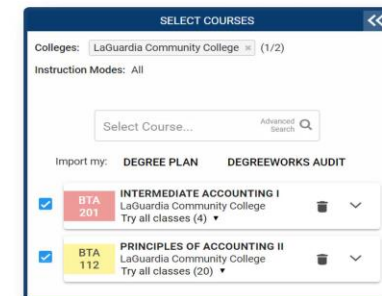


2. SELECT CLASSES

- Search for classes

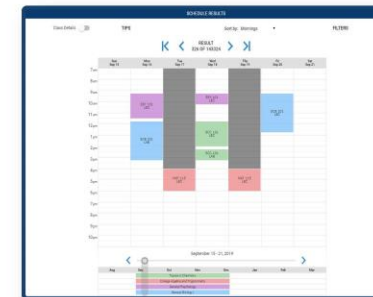
1. LOG IN

- Go to home.cunyfirst.cuny.edu
- Go to “Student Center”
- Click “Launch Schedule Builder”



3. GET THIS SCHEDULE

- Block out times you prefer not to take classes
- Review the generated results
- Click “Get This Schedule” then “Do Action”



Tuition Bill Due Dates and Other Deadlines for Fall 2020

If you register between these dates:	Your payment due date will be:
March 30, 2020 - July 1, 2020	July 15, 2020
July 2, 2020 – July 22, 2020	August 5, 2020
July 23, 2020 – August 19, 2020	August 19, 2020
August 20, 2020 or later	Immediately

8/25/20 Last day to drop classes for 100% tuition refund

8/26/20 Classes begin

9/1/20 Last day to drop classes for 75% tuition refund

9/8/20 Last day to drop classes for 50% tuition refund

9/15/20 Last day to drop classes for 25% tuition refund

[Check here for bill due dates and deadlines for Summer 2020](#)

Know What You Owe

Follow the below steps to KNOW WHAT YOU OWE!

When you register for classes, your tuition balance will change, but did you know that if you add or drop a class, your balance may change again?

1. Check your CUNYFirst Account for any current charges.

2. ALWAYS select Charges Due for a detailed report.

3. Don't miss your bill due date on the left!

Finances

My Account

[Account Inquiry](#)

Financial Aid

[View Financial Aid](#)

[Accept/Decline Awards](#)

[Direct Loan Processing Form](#)

[Supplement Form](#)

*Institution City College

You have no outstanding charges at this time.

[Enroll/Manage Payment Plan](#) make a payment ▶

other financial... ▶▶

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || **charges due** || payments || pending aid

Account Summary

What I Owe

You have no outstanding charges at this time.

Account Inquiry | Electronic Payments/Purchases | Account Services

summary || activity || **charges due** || payments || pending aid

Charges Due

Following is a Running Totals summary by due date of the charges and deposits that you owe. Review either the Details by Due Date table or the Details by Charge table to see the specific charges.

Due Date	Due Amount	Running Total
07/13/2016	3,369.95	3,369.95

Blackboard:

Your online home for your classes

- Blackboard allows students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- The degree to which Blackboard is used at the College varies. Professors can send announcements and messages the entire class at once.

- Key Features:

- *Syllabus*
- *Announcements*
- *Discussion boards*
- *BlackBoard Collaborate*

- Tip: Use Firefox. It is the best browser for Blackboard

- [Online BlackBoard Support](#)

- [BlackBoard User Guides](#)

The screenshot displays the Blackboard website for The City College of New York. At the top, there are three main navigation categories: 'CUNY Related Links', 'Faculty & Staff', and 'Students'. The 'Students' category includes links for 'Student E-Mail', 'Password Reset', 'MyCity', 'Degreeworks / FACTS', 'E-Permit', 'City Central', and 'Blackboard', with the latter two circled in red. A 'LOGIN' button is also circled in red in the top right corner. Below the navigation is a purple header with the college name and a search bar. A blue banner for 'COVID-19 UPDATES AND GUIDANCE' is prominently displayed. The main content area features a 'My Courses' section with a dropdown menu for '2020 Spring Term (BAR01)' and a list of courses, including '2020 Spring Term (1) Research and Analysis I PAF 9170'. Other sections include 'Online Bookstore' and 'My Organizations'.

DegreeWorks:

Online Degree Audit

DegreeWorks is a web-based program that enables you to easily track your academic progress. You will be able to see how specific College requirements have been met and what courses you can take to fulfill the requirements which are remaining.

Tips:

- Use Firefox. It is the only browser that truly works.
- Check your degree works regularly:
 - *Prior to and after each semester*
 - *After each enrollment*
- Bring a printout of your Worksheet to each advising session.
- Check to see if you have any classes listed as “Non-contributory”. If so, speak to your advisor right away.

DegreeWorks Online Advisement System | The City College of New York | CUNYfirst

Navigation: CUNYfirst | Help | Pathways | Course Schedule | Print | Log Out

Student ID: [Redacted] | Name: [Redacted] | Degree: BA | Major: Anthropology (BA) | Level: U | Classification: L-JUNR (3) | Last Audit: 04/11/2020

Tools: Worksheets | Transfer What-If | Notes | Petitions | GPA Calc | Format: Student View | View | Save as PDF | Process New | Class History

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- TR/CR Transfer Class
- IP In Progress
- @ Any course number

The City College

Student View AJ94KBIP as of 04/11/2020 at 15:42

Student	[Redacted]	Academic Status	
ID	[Redacted]	Student Group	(GROUPS)FWQS TRNS (51)BCF-BCF BMI-RAPS
Transfer Credits	37.00	Cumulative GPA	3.825
GPA			

Degree in Bachelor of Arts Academic Year: 2019-2020 Undergraduate Credits Required: [Redacted] Credits Applied: [Redacted]

Unmet conditions for this set of requirements: 120 credits are required. You currently have 79, you still need 41 more. In Progress (I/P) courses are counted in the 'Credits Applied' totals.

- Liberal Arts/Science Requirement. **Still Needed:** You still need 14 additional Liberal Arts/Science credits. Please see your advisor if you have any questions. A minimum of 90 credits in Liberal Arts/Science is required for this degree. You have taken 76 credits.
- Minimum GPA Requirement Met
- CUNY Skills Assessment Requirements
- CUNY Pathways-General Education Requirements **Still Needed:** See Pathways - General Education Requirements section
- College Option 9 Credits **Still Needed:** See College Option for the BA Degree - Nine Credits section
- Major Requirements **Still Needed:** See Major in Anthropology (BA) section

CUNY Skills Assessment Requirements Academic Year: 2019-2020 Undergraduate

- CUNY Math Test PASSED
- CUNY Reading Test PASSED
- CUNY Writing Test PASSED

Pathways - General Education Requirements Academic Year: 2019-2020 Undergraduate Credits Required: [Redacted] Credits Applied: [Redacted]

Unmet conditions for this set of requirements: 30 credits are required in General Education courses. You currently have 27, you still need 3 more credits.

REQUIRED COMMON CORE

<input checked="" type="checkbox"/> English Composition I	RCEC 10000	RC_EnglishComposition - Queensborough CC	A	3	FALL 2019
<input checked="" type="checkbox"/> English Composition II	ENGL 11000	Freshman Composition - Queensborough CC	C+	3	FALL 2019
<input checked="" type="checkbox"/> Mathematical and Quantitative Reasoning	MATH 15000	Math For Contmp Wrld - Queensborough CC	A	3	FALL 2019
<input checked="" type="checkbox"/> Life and Physical Sciences	EAS 10400	Perspectives on Global Warming	IP	(3)	FALL 2020

FLEXIBLE COMMON CORE

WORLD CULTURE AND GLOBAL ISSUES:

- Literature ANTH 20000 Archaeology A 3 FALL 2019
- Global History and Culture WCIV 10100 Prehistory to 1500 A.D. - Queensborough CC A 3 FALL 2019
- SPCH 11100 Foundations of Speech Comm A- 3 FALL 2019

City College Systems

For all of these systems you will login through the CUNY.edu website. Use your City College E-Mail Credentials:

- CityMail
- Microsoft 365
- Zoom

Your City College E-Mail Credentials look like this:

Username:

Gstu002@citymail.cuny.edu

Password:

ScaredFrosh2024!



The City College of New York™



Sign in using your City College E-Mail Credentials.

Sign in

Forgot your username or password? Click [here](#).
CUNY School of Medicine, click [here](#).

CityMail

CityMail is your official City College email account and so much more.

- This is your business address as a City College student.
- This is the only email account that the college will use to communicate with you, so check it daily.
- Your login credentials for this account also serve as your login to the campus Wi-Fi and computers in all computer labs.
- CityMail is part of the FREE Microsoft 365 package that you are entitled to as a CCNY Student.

Pause this video and [activate your CityMail Account now.](#)

welcome to... **CITYMAIL** for students

Welcome to Citymail! Through a CUNY-wide partnership with Microsoft, we are offering students a state-of-the-art e-mail and communications suite. Everything you do online - e-mail, shared calendars and chatting - now works together better than ever with 24/7 reliability. Your Citymail account offers you many great features that come with running on the Microsoft® Office 365 platform >>>>

Enjoy the Great Features

>>>>

- 25 GB of Mail Space and Calendars
- 20 MB Message Size Support
- Lifetime Account
- Anti-Spam/Virus Protection
- 24/7 Reliability
- Mobile Access
- Shared Calendar and Address Books
- Collaboration Tools (Skydrive, Office Web Apps, etc.)

CITYMAIL LOGIN

About Microsoft® Office 365

Use full email address to login.

- Account Activation (CCNY)
- Password Reset (CCNY)
- Account Activation (CUNY Med)
- Password Reset (CUNY Med)
- Citymail - FAQs

*for CUNY Med students first registered in Fall 2016 or later

Microsoft 365

Your CityMail account is a web-based e-mail service, provided by Microsoft's Office365, for Undergraduate, Graduate and Non-Degree students enrolled for courses. This service is the building-block in providing a more feature-rich set of tools for collaboration using cloud-based Microsoft product offerings, such as Word, Excel, and PowerPoint.

Features also include:

- Cloud-based e-mail and calendars
- 25 GB storage per user for (e-mail and calendars)
- Office Web Apps - Create and edit with these Microsoft applications in your favorite browser:
 - *Microsoft Word*
 - *Microsoft Excel*
 - *Microsoft PowerPoint*
 - *Microsoft OneNote*
- Share files and documents with classmates.



[Download Microsoft 365 NOW for FREE](#)

Zoom

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. As a member of the City College community you have access to Zoom account.

Students use Zoom for the following:

- Attending online classes
- Organizing and participating in study groups
- Virtual appointments with your advisor
- Attending faculty “virtual” office hours
- Participating in Webinars



[Activate your CCNY Zoom account NOW](#)

Information Technology (IT)

All City College students use the technology infrastructure and services provided by the Office of Information Technology (OIT) while they are here at City College. As a registered student of City College you will be able to access all of the OIT online tools, resources, and services that are supported by the OIT. We are here to help you succeed and achieve your goals.



IT SERVICES


Valuable IT information for all new students:

IT SERVICE DESK

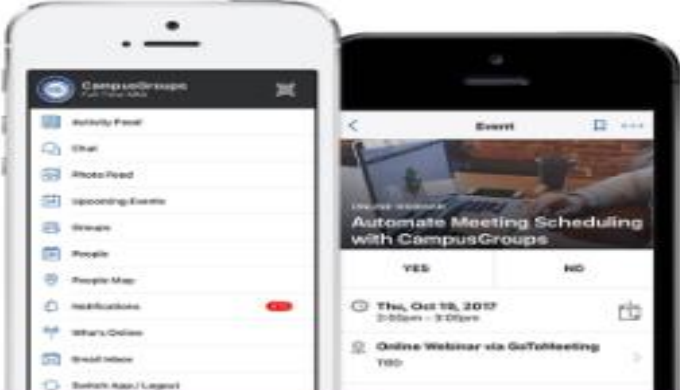
Student Life Mobile App

Features of CCNY Student Life Mobile App:



- Easy access to full schedule of events
- Lists and descriptions of speakers and exhibitors
- Integration with Twitter, Facebook, YouTube
- Clubs and organization




DOWNLOAD
ALL CCNY STUDENT LIFE INFO ON YOUR MOBILE



- 1 Download the "City College of New York" app or "CCNY Campus App"
- 2 Enter your CCNY Email Username and Password
- 3 Follow Instructions and You're IN!

Powered by  CampusGroups

New Student Orientation: FAQ and Parent Guide

All new students are required to complete the Online New Student Orientation (NSO). Once you complete the Benny's Online Academic Training quiz you will receive an email with the NSO instructions.

Below are links to a NSO FAQ and a to a page for family and friends:

[Frequently Asked Questions](#)
[Parent and Family Guide](#)

The screenshot shows the IAMCITY NEW STUDENT ORIENTATION website. The header is purple with the text "IAMCITY NEW STUDENT ORIENTATION". The navigation menu includes: Frequently Asked Questions (FAQ's), Parent and Family Guide, Home, Pre Orientation Survey, Division of Student Affairs, Campus Support, Things You Should Know, and Orientation Quiz. The sidebar on the left contains a list of links: Welcome to the CCNY Family, Places to Know on Campus, CCNY Facts, Family Educational Rights and Privacy Act (FERPA) and Student Conduct, Commuter and Resident Dining Services Meal Plan, Public Safety and College Shuttle Services, Financing Your Education, Academic Information, General Education Curriculum and Advising Offices, and Academic Regulations and Academic Standards. The main content area features a large photo of a student assembly in a grand hall, with the CCNY logo in the bottom right corner. Below the photo, there is a navigation menu and a section titled "Online New Student Orientation (NSO)". The text in this section includes: "What does it mean to attend an Online Orientation?", "Online Orientation is an opportunity to learn more information about the services and resources available at City College. Some of the benefits include:", a list of benefits (Accessing it from anywhere in the world on any smart device, Setting up your CityMail Account as an official CCNY student, Upon completion, setting up a day to pick up your City College ID card for the fall semester), "When do I receive the invite/access information for the Online Orientation?", "1-2 business days after completing Benny's Online Academic Training (BOAT), you will be sent an email invite to your personal email address.", "Can I use my personal email address to access the Online Orientation?", "No, you may not. You will only be contacted to your personal email address once for the initial invite to the online orientation. Afterward, all email correspondence will go to your CityMail school email address. You will use the school email information to access the online orientation after you have activated your email.", "How do I activate my CityMail school email address?", "You will receive instructions one to two business days after completing Benny's Online Academic Training (BOAT) which will be included in the email invite for the online orientation.", "What happens if I completed BOAT, but have not received the Online Orientation link?", "You must double-check your personal email account for an email from ccnyorientation@ccny.cuny.edu for the online new student orientation link. Please check spam and junk mail folders.", and "Do I need to complete the Pre-Orientation Survey?".

Tips For Stress Free Enrollment:

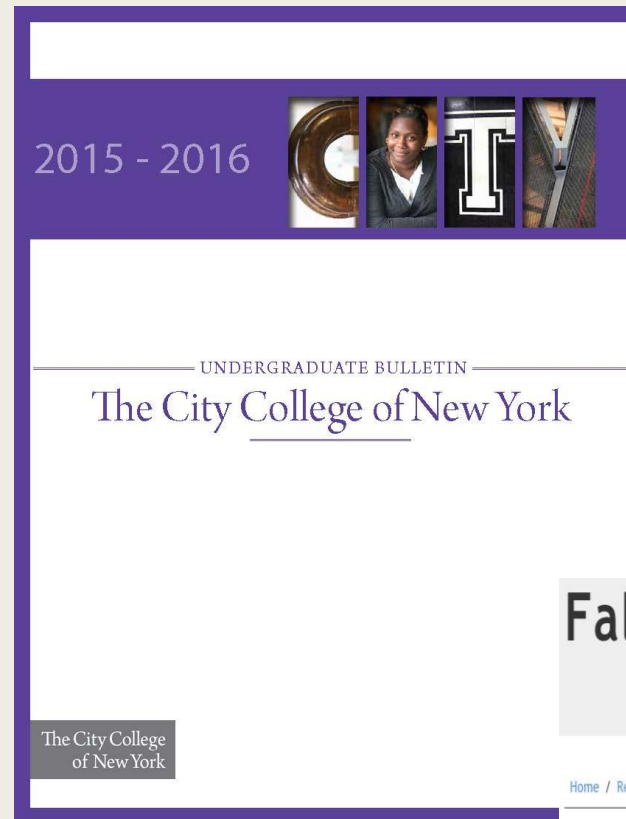
1. Know your degree requirements (check the [Undergraduate Course Bulletin](#))
2. Check your [CUNY First Account](#) frequently
3. Check your [CityMail](#) *at least* once daily!
4. See your academic advisor often, at least twice a semester. Advising is about more than your class schedule.

5. Consult the [academic calendar](#) frequently

Two very important dates:

- 8/26: First day of Classes
- 9/15: Deadline to declare a major for fall 2020

6. Whether paying your bill or changing your major, allow at least two business days for processing before a deadline



Fall 2020 Academic Calendar

[Home](#) / [Registrar](#) / Fall 2020 Academic Calendar

Dates are subject to change

DATES	DAYS	
August 01	Saturday	Application for degree for January and February 2021 begins
August 19	Wednesday	Last day to apply for Study Abroad
August 25	Tuesday	Last day of Registration; Last day of to file E-Permit for Fall 2020; Last day to drop classes for 100% tuition refund;
August 26	Wednesday	Start of Fall Term; Classes begin; Initial Registration Appeals begin;

Things to Do NOW

1. [Activate your CityMail Account](#)

- Write down your password for now.

Note: you will need to activate your CityMail account prior to doing the following:

2. [Download Microsoft 365](#)

3. [Activate your City College Zoom Account](#)

4. [Download the Student Life Mobile App](#)